

PURPOSE OF MANUAL AND HOW TO USE IT

This Manual was prepared to guide CDBG grantees and other interested parties through the CDBG contract from the time of grant award to contract closeout and the tracking and use of program income. This Manual should help readers understand the program requirements, how to obtain grant funds, and how to fulfill contractual obligations and complete local community development projects. An Index to Forms and Document Samples and a topical Index are included at the end of the Manual.

In this Manual, "grantee" and "you" refer to the city or county CDBG grant recipient, "Department" refers to the California Department of Housing and Community Development, and "HUD" refers to the United States Department of Housing and Urban Development. The Standard Agreement with the State is commonly referred to as the "contract."

Most chapters are divided into the following sections:

- I. **INTRODUCTION** provides a brief summary of the chapter's contents.
- II. **GRANTEE RESPONSIBILITIES** describes the required actions of grantees to fulfill the legal mandates and contractual obligations.
- III. **COMMON PROBLEMS** highlights commonly seen errors in the area of responsibility, to help grantees avoid them.
- IV. **DEPARTMENT'S ROLE** describes the Department's actions in assisting and overseeing grantees in completing their responsibilities.
- V. **REFERENCES** lists applicable laws and regulations governing the actions discussed in the chapter. Current State and federal regulations governing the program are included in Appendices A and B. Copies of most other laws and federal documents referenced are available at law libraries or at the Department.
- VI. **SUPPORTING MATERIALS** includes the required forms and various sample documents and other references grantees may need to fulfill their responsibilities. (See the Forms/Documents Index at the back of the manual.) Keep these in the Manual as "originals" and photocopy them as needed for use throughout the contract term. Many of the forms are also available on disk from the Department or on the Department's Internet Home Page (CDBG Information Center) at <http://housing.hcd.ca.gov/CDBG/cdbg.html>.